

RESOLUTION NO. 2004-88

A RESOLUTION OF THE LODI CITY
COUNCIL AUTHORIZING DESTRUCTION OF
CERTAIN RECORDS RETAINED BY THE
FINANCE DEPARTMENT

WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: May 5, 2004

I hereby certify that Resolution No. 2004-88 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 5, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

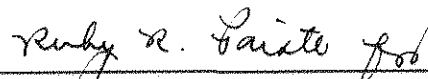
EXHIBIT A - DESTRUCTION OF RECORDS

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090 AS SHOWN BELOW:

1. Next Step/Leave Balances	1999-2002
2. Daily Exception Timesheets	1999-2002
3. Payroll Edit Registers	1999-2002
4. Payroll Journal Detail	1999-2002
5. Deferred Comp Payroll Deduction Reports	1999-2002*
6. Payroll Tax Summaries	1999-2002*
7. Payroll Integrity Reports	1999-2002
8. Payroll Voucher Detail	1999-2002*
9. Payroll Check Registers	1999-2002*
10. Wage Attachment Report	1999-2002*
11. Farmers & Merchants Bank & B of A Bank Statements	1999-2002
12. ICS, ICA Activity	1999-2002
13. Purchase Orders	1999-2002
14. Accounts Payable Final Post	1999-2002
15. Accounts Payable Payment Register	1999-2002
16. Accounts Payable Payment Group	1999-2002
17. Accounts Payable Cash Requirements	1999-2002
18. Accounts Payable Posting Edit	1999-2002
19. Accounts Payable Edit	1999-2002
20. Collector's Daily Reports	1999-2002
21. Wire Transfers	1999-2002
22. General Ledger	1999-2002*
23. Trial Balance	1999-2002*
24. Utility Customer Contracts (service orders)	1997-1999
25. Utility Billing Registers	1997-1999
26. Utility Billing Daily Audit Reports	1997-1999
27. Utility Final Pages and Utility Billing Pages	1997-1999
28. Window Receipts	1997-1999
29. Business Tax Applications	1997-1999
30. Cash Receipt Registers	1997-1999
31. Inactive Account Registers	1997-1999
32. Inactive Accounts in Arrears Registers	1997-1999

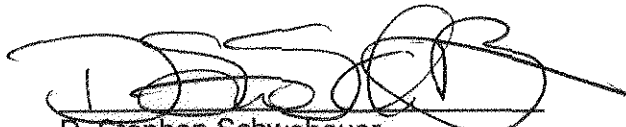
* Information is stored on-line.

Dated: 5/5/04


Vicky McAthie
Finance Director

APPROVED FOR DESTRUCTION

Dated: 4/29/04


D. Stephen Schwabauer
Interim City Attorney